

PAROLE AGENT III, ADULT PAROLE

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 2005

Collective Bargaining Identification: S06

Job Analysis Conducted By: Pam Clements, Personnel Examining Analyst
Personnel Examining Section

Number of Incumbents: There are 222 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated 06/30/05.

Names of the Subject Matter Expert(s) and their background:

ROBERT PAREDES, PAROLE AGENT III, ADULT PAROLE, REGION IV
Robert is currently a Parole Agent III, Adult Parole in Region IV.

BARRY LICATA, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION III
Barry is currently a Parole Administrator I, Adult Parole in Region III.

TED ROBERSON, PAROLE AGENT III, ADULT PAROLE, REGION II
Ted is currently a Parole Agent III, Adult Parole in Region II.

MARITA WILLIAMS, PAROLE ADMINISTRATOR I, ADULT PAROLE, REGION I
Marita is currently a Parole Administrator I, Adult Parole in Region I.

DAVID MCAULEY, CHIEF, INVESTIGATIONS, BOARD OF PRISON TERMS
David is currently Chief, Investigations with the Board of Prison Terms.

PAROLE AGENT III, ADULT PAROLE INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board classification specification for Parole Agent III, Adult Parole
- Parole Agent III, Adult Parole duty statements from the Parole and Community Services Division and Board of Prison Terms

Other sources were viewed for information (e.g. previous exam history files); however, the information was not relevant to the job analysis and therefore not included.